Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

Office of Public Instruction
P.O. Box 202501
Helena, MT, 59620-2501
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)
opi.mt.gov

SCHOOL NUTRITION PROGRAMS - ADMINISTRATIVE TRAINING

The **School Nutrition Programs Administrative Training** is for clerks/secretaries who administer the school nutrition programs. This three hour training will include information needed to successfully implement the program, approve free/reduced-price meal applications, and submit claims.

DATES AND LOCATIONS

Belgrade	**September 23, 2010**	**9:00 am - 12:00 pm**	**Belgrade** Belgrade Chamber of Commerce 10 E Main, Belgrade, MT
Billings	**September 17, 2010**	**9:00 am - 12:00 pm**	**Billings** Quality Inn Homestead 2036 Overland Avenue, Billings, MT
Glasgow	**September 16, 2010**	**9:00 am - 12:00 pm**	**Glasgow** Glasgow Job Service 74 4th Street N., Glasgow, MT
Great Falls	**September 23, 2010**	**9:00 am - 12:00 pm**	**Great Falls Public Schools** Administration Offices 1100 4th St. South, Great Falls, MT
Miles City	**September 15, 2010**	**9:00 am – 12:00 pm**	**Miles City** Guest House International 3111 Steel Street, Miles City, MT
Missoula	**September 14, 2010**	**9:00 am – 12:00 pm**	**Missoula** Red Lion Inn 700 W. Broadway, Missoula, MT
Whitefish	**September 15, 2010**	**9:00 am – 12:00 pm**	**Whitefish Public Schools** District Office 600 E. 2nd St, Whitefish, MT

THE TRAINING IS FREE BUT REGISTRATION IS REQUIRED
Deadline for Registration is 5 days before date of training.
Call School Nutrition Programs at (406) 444-2501 for more information.
_____

Administrative Training Registration (Please Print)

Complete one registration form for each person attending and mail or fax to:
Office of Public Instruction, School Nutrition Programs, PO Box 202501, Helena, MT 59620-2501
Fax: (406) 444-2955

Name and Title_____

School District_____

Telephone_____ Fax_____

Email_____

I will attend training in:

    Belgrade_____ **Billings**_____ **Glasgow**_____
    Great Falls_____ **Miles City**_____ **Missoula**_____ **Whitefish**_____